

**ANNEX G (Crime Prevention) to Provost Marshal Office (PMO) Standing Operating Procedures (SOP) .**

1. **Purpose.** Establish policies, procedures and responsibilities for the Provost Marshal Crime Prevention Program. This program provides information, tips and assistance throughout the installation in order to prevent, reduce and eliminate crime.

2. **Responsibilities.** All assigned and attached Department of the Army (DA) Police, are responsible for becoming familiar with this ANNEX, and understanding its contents.

**A. Provost Marshal.**

(1) **Approves and supervises** all Crime Prevention Programs.

(2) **Reviews and updates** this ANNEX as needed.

(3) **Provides guidance** to ensure all operations meet goals, and are conducted in accordance with established guidelines applicable regulations.

(4) **Conducts periodic inspections** of Crime Prevention records and related forms.

(5) **Supervises and ensures** Crime Prevention Officer complies with the provisions of this ANNEX.

(6) **Provides personnel** to support all Crime Prevention Activities.

(7) **Ensures implementation** of this ANNEX through selective and aggressive support and supervision.

(8) **Conducts inspections** of the crime prevention files once a month to ensure records are kept in accordance with (IAW) this ANNEX, and Army Regulation (AR) 190-31.

(9) **Ensures all Crime Prevention Inspections** are conducted as required, and properly documented.

**B. Crime Prevention Officer.**

(1) **Plans, proposes and implements** all Crime Prevention Operations, to include those listed in Para 3, this ANNEX.

(2) **Reviews and recommends** changes to this ANNEX on an annual basis.

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(3) Implements and coordinates programs designed to increase the level of community awareness.

(4) Increases public education concerning crime, and promotes effective prevention measures.

(5) Improves community-police relations.

(6) Inspects and reports poor security conditions of unit areas, military housing, and offices & work places.

(7) Attends the New Jersey Crime Prevention Officers Association, and Monmouth County Crime Prevention meetings once a month.

(8) Improves police effectiveness and raises the quality of law enforcement by providing in-service Crime Prevention Training Programs for the Fort Monmouth Police.

(9) Schedules Crime Prevention Inspections IAW Fort Monmouth Regulation (FM R) 190-7, and monitors corrective actions. All inspections must be documented on the Crime Prevention Inspection Checklist (Appendix 1). Crime Prevention Inspections are not part of a Physical Security Inspection at any given activity, and are conducted and documented separately. The Crime Prevention Officer ensures all Fort Monmouth Activities or Units have a Crime Prevention Program established and that a Crime Prevention Officer is appointed in writing for each activity. A current copy of those appointment orders will be maintained by the PMO (or Installation) Crime Prevention Officer, who also ensures each activity is programmed for an inspection IAW FM R 190-7.

(10) Disseminates appropriate Crime Prevention Information to the Fort Monmouth Community at least monthly (use Monmouth Message, Daily Bulletin, Family Bulletin, handouts, etc.).

(11) Ensures that an operation plan is maintained for every Crime Prevention major-activity, and upon completion of each operation, prepares and After-action Report within five working days.

D. Chief, LED.

(1) Maintains statistics that accurately show crime patterns, frequency of occurrence, methodology, and crime trends.

(2) Supports the Crime Prevention Officer.

(3) Provides personnel to support Crime Prevention Activities.

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- (4) Reviews and recommends changes to this ANNEX.
- (5) Disseminates information provided herein, as required.
- (6) Ensures the implementation of this ANNEX through selective and aggressive law enforcement patrolling.

3. General.

A. The following activities will be part of this program.

- (1) Crime Prevention Inspections, as required.
- (2) Crime Prevention Briefings and Seminars to unit members, and housing residents (routinely).
- (3) A Neighborhood Watch is to be conducted in coordination with the Garrison Command Sergeant Major (CSM), and installation area coordinators (continuously).
- (4) Operation Identification - marking personal valuables and property by unit members, Government quarters occupants, and other Government employees (continuously).
- (5) Operation Ident-a-Kid - fingerprinting activities for positive identification of youngsters. Coordination with Morale Support Activities, and area coordinators is essential to ensure inclusion of all installation areas (housing, Youth Activities, etc.) once a year.
- (6) Rape Awareness Seminars - annually, to Fort Monmouth civilian and military employees and family members.
- (7) Child & Spouse Abuse Seminars - annually, to Fort Monmouth civilian and military employees and family members.
- (8) McGruff The Crime Fighting Dog - provided to our children at schools, child care centers, Youth Activity Centers, etc. (continuously).
- (9) In-service Crime Prevention Training for Fort Monmouth Police Personnel.
- (10) Crime Prevention Displays - used during special and routine activities (routinely).
- (11) Armed Forces Day weekend operation.

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(12) Annual Bicycle Rodeo.

(13) Annual Children Fair (with Youth Activities/Morale Support Activities).

B. **Specialized Training.** Participate in specialized training in all aspects of Crime Prevention, and attendance at pertinent training courses, lectures and seminars to keep abreast of current improvements in the field of Crime Prevention. Attendance at related training and activities will be only upon the approval of the PM, Chief, LED, and availability of funds and mission priorities.

C. **The Crime Prevention Officer** will prepare and present Crime Prevention Programs to units and activities, as well as post-wide programs on specific topics.

D. **Crime Tips Awareness.** Through articles in the Monmouth Message, Family Bulletin, Daily Bulletin and Crime Prevention Displays, installation personnel will be made aware of Crime Prevention Measures and Tips to improve the security at assigned quarters, offices and company areas. By using a specially prepared checklist, personnel will be able to evaluate the security of the appropriate structure or activity and recommend appropriate Crime Prevention improvements. Crime Prevention Inspections and Operations will also include discussions on crime prevention awareness with unit and activity personnel. Applicable printed materials will be supplied, as available.

E. **Fort Monmouth Police Officers** will receive appropriate in-service training in the area of Crime Prevention during their initial block of training to disseminate Crime Prevention information and techniques to the general public during routine patrol duties, or crime investigations.

F. **The Crime Prevention Officer** will communicate with the Chief, LED, for the purpose of determining which areas of the installation show a high incidence of crime. The Crime Prevention Office should be flexible enough to then direct more of its energies to those areas.

G. **Crime Prevention Displays** - will be used in public presentations (e.g., PX, Commissary, Town Meetings, etc.). These displays should include photographs, posters and printed handout material, all dealing with Crime Prevention. Assistance will be obtained from the Law Enforcement and Physical Security Division.

H. **This office** will establish and maintain close working relationships with the installation media (PAC). The Crime Prevention Officer will release police related information only upon approval for released by the PX, or Chief, LED.

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I. The Crime Prevention Officer will maintain crime prevention records concerning all activities conducted, review and critique programs and demonstrations, and effect and maintain liaison with National, State, County and local Crime Prevention Organizations as directed.

J. Crime Prevention Activities outside the installation (County/State Crime Prevention Activities & Monthly Meetings) must be approved by the PM or Chief, LED. Priority must be given to Fort Monmouth and its sub-installations. Any outside activity are secondary to the Fort Monmouth Crime Prevention Mission.

4. Equipment. The following equipment will be used as part of the program. The Crime Prevention Officer will be responsible for maintaining accurate accountability of supplies used during each operation, by using forms shown in Appendix 2, as applicable.

- A. McGruff Litter Bags.
- B. McGruff Buttons.
- C. Key Tags.
- D. Pencils.
- E. Property Identifiers.
- F. Pens.
- G. McGruff Badges.
- H. Crime Prevention Literature, handouts, (Rape Awareness, security of property, marking of valuables, etc.).
- I. Nylon Barrel Bag.
- J. Auto License Plate.
- K. McGruff Calendars & Posters.
- L. Bottle/Can Opener.
- M. Fluted Stadium Mugs.
- N. Porcelain Mugs.
- O. Baseball Caps.
- P. Nylon Disc Flyer.
- Q. Balloons.
- R. Lapel Pins.
- S. McGruff Crime Fighter Dog, stuffed 10".
- T. McGruff Robot.
- U. School Book Covers.
- V. Coloring Books.
- W. Rulers.

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5. References.

- A. AR 190-31, Crime Prevention.
- B. FM R 190-7, Crime Prevention Program.

Appendices:

- 1. Crime Prevention Inspection Checklist.
- 2. McGruff Guideline, Request and Evaluation Forms.